



Greenbelt Police Department – General Order

	Title: Background Investigations		Order #: 413	
	Effective Date: September 28, 2007 Original Issue: February 9, 2005		Review Date: July 18, 2007	
	<input type="radio"/> New <input checked="" type="radio"/> Amends <input type="radio"/> Rescinds			
Approved by: Chief James Craze				CALEA 5 th Edition
CALEA Standard: 32.2.1 32.2.2 32.2.3 32.2.4 32.2.5 32.2.6 32.2.7 32.2.8 32.2.9 32.2.10				Pages: 3

01 POLICY: It is the policy of the Greenbelt Police Department to do thorough background investigations on all employees.

(11) Medical examination:

02 PROCEDURES:

(12) Drug screening; and,

(13) Driving record review.

A. A background investigation of each candidate will be conducted prior to appointment to probationary status. Whenever practical, the investigation should be done in person, and should include a home visit with the candidate and his/her family, as well as interviews with neighbors, employers and fellow employees.

B. Backgrounds-Investigator Training: All background investigators will be trained in collecting required information. The training will be provided under the direction of the Administrative Services Division Commander. (CALEA 32.2.2)

1. The background investigation will include the following:

C. Background Records: (CALEA 32.2.3)

a. Verification of the all candidate's qualifying credentials, including:
(CALEA 32.2.1.a)

1. The record of each non-selected candidate's background investigation will be maintained on file for at least three (3) years.

(1) Review of criminal history, if any;
(CALEA 32.2.1.b)

2. Candidates who are granted probationary status and/or subsequent permanent status will have their background investigation maintained on file by the Department for at least six (6) years after termination of employment.

(2) Verification of at least three (3) personal references; (CALEA 32.2.1.c)

(3) Interviews with current and previous employers;

D. Polygraph-Pre-Employment:

(4) Educational achievement(s);

1. Candidates who are scheduled for polygraph examinations will be provided a copy of the list of areas from which the polygraph questions will be drawn prior to examination. (CALEA 32.2.4)

(5) Age;

2. For candidates to give their informed consent, it is reasonable for them to know the full nature and extent of the inquiry. Relevant questions that will have a bearing on the selection decisions will allow for a better understanding of what is going to be asked of them.

(6) Citizenship;

(7) Interviews with current and previous landlords;

(8) Credit history;

(9) Polygraph;

(10) Psychological assessment (sworn);

3. Each candidate will be provided with a Polygraph Testing Notice.
- E. Polygraph-Examiner Qualifications:** The polygraph operator administering the examination and evaluating the results in the selection process will have professional training and credentials in the use and interpretation of this investigative tool. (CALEA 32.2.5)
- F. Polygraph-Use of Results:** Polygraph examination results will not be the single determinant of employment status. The polygraph is only an investigative aid. Polygraph results together with other information from background investigation are analyzed to make pre-employment decisions. (CALEA 32.2.6)
- G. Medical Examinations-Pre-Employment:**
1. A medical examination of each sworn candidate will be conducted prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures. The purpose of the examination is to reveal any medical problems which may affect work performance or contribute to work related disabilities. (CALEA 32.2.7)
 2. The following examinations are generally performed for all sworn officers:
 - a. Medical history;
 - b. Anatomic examination;
 - c. Hearing test;
 - d. Vision test;
 - e. Maximum performance stress test (treadmill);
 - f. Exercise and recovery blood pressure;
 - g. Urinalysis;
 - h. Blood test;
 - i. EKG;
- j. X-ray; and,
 - k. Any other necessary examination needed to determine if candidate is qualified.
3. All civilian employees will be given a thorough general medical examination that will include x-rays and urinalysis.
 4. Only licensed health-care practitioners will be used to certify the general health of candidates.
- H. Psychological Fitness-Pre-Employment:**
1. A psychological examination designed to assess the emotional stability and psychological fitness of each sworn candidate will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. (CALEA 32.2.8)
 2. The assessments are conducted by licensed psychologists who have been certified by the American Psychological Association, and receive their degrees from universities recognized by the United States Council of Higher Education.
 3. The psychologist's final report will identify strengths and weaknesses of each candidate. The overall recommendation will reflect one of two classifications:
 - a. Recommended; or,
 - b. Not recommended.
- I. Pre-Employment Examinations-Records:** (CALEA 32.2.9)
1. The record of the results of the medical examination, emotional stability, and psychological fitness examination will be retained in a secured confidential file for the following time periods:
 - a. Unqualified candidate-Three (3) years.

- b. Probationary or permanent-Six (6) years after termination of service.
 - 2. The record of each non-selected candidate's background investigation will be maintained on file for at least three (3) years.
 - 3. Candidates who are granted probationary status and/or subsequent permanent status will have their background investigation maintained on file for at least six (6) years after termination of employment.
- J.** Probation-Entry Level: All employees, sworn or non-sworn, will have a minimum probationary period of six months. (CALEA 32.2.10)
- K. INTERNS AND VOLUNTEERS:** For Interns see Order 505-Student Intern Program. For Volunteers see Order 424-Volunteers.